



2012 FALL ANNUAL CLERKS OF COURT CONFERENCE



SEPTEMBER 11 - 13, 2012
MONTGOMERY BELL STATE PARK

TENNESSEE CLERKS OF COURT ANNUAL CONFERENCE

Brought to you by the AOC and
your **2011-2012 Board of Directors**
Janice Bodiford, President

CONFERENCE INFORMATION

The fall Clerks of Court Conference Annual Conference is scheduled for September 11-13, 2012 at Montgomery Bell State Park in Burns, TN.

Please return the attached registration form(s) no later than Friday, August 3, 2012. If you are unable to meet this deadline, please contact Wendy Borthwick to make other arrangements.

REGISTRATION

Please keep in mind that the annual conference is for appointed and elected officials only.

For your convenience, you may register online at www.tncourts.gov; Go to the "Administration" at the top of the page. Then click "Continuing Legal Education", password is **justice**. Then choose "Clerks of Court Conference" OR fax the completed form to (615) 532-9818 or (615) 741-6285, ATTN: Wendy Borthwick OR send by e-mail to wendy.borthwick@tncourts.gov.

Once you have registered for the conference you should receive a confirmation memo. This usually takes one to two weeks. If you do not receive a confirmation, please contact the AOC to ensure your registration was received.

COMMITTEE MEETINGS

If you are a Committee Chair and wish to schedule a meeting during the conference, please contact Wendy Borthwick at (615) 741-2687 to make arrangements. All requests for meetings must be finalized by Friday, August 3, 2012. It will be your responsibility to notify your committee members of the pending meeting.

Current Committee Meetings Schedule:

Wednesday, September 12, 2012
Board of Directors Luncheon Meeting
Location: Private Dining Area
Time: 11:45 a.m. – 1:00 p.m.

Please R.S.V.P. on the registration form

Conference at a Glance*

Tuesday, September 11

- 1:00 p.m. Registration
- 1:00 p.m. Golf at MBSP Golf Course
- 5:30 p.m. Potluck Social -
Bring Your Favorite "Entrée"

Wednesday, September 12

- 7:30 a.m. Attendee Registration
- 8:30 a.m. Opening Remarks &
Vendor Introduction
- 9:00 a.m. Legislative Session
- 10:30 a.m. Break
- 10:45 a.m. Social Media
- 11:45 a.m. Board of Directors Luncheon Meeting or
Lunch on Your Own

Breakout Sessions:

- 1:00 p.m. **Chancery**
Criminal/General Sessions
Juvenile

- 2:30 p.m. Break

Breakout Sessions:

- 2:45 p.m. **Chancery**
GS/Juvenile
Criminal/Circuit

- 6:00 p.m. BBQ & Fish Dinner
- 8:00 p.m. Dance

Thursday, September 13

- 7:30 a.m. Registration
- 8:00 a.m. Access to Justice – Limited Scope
Presentation
- 9:00 a.m. Break
- 9:15 a.m. Courtroom Ethics & Relationships with
Judges
- 10:15 a.m. Adjournment

*Topics are subject to change prior to conference.
A detailed agenda is attached.

ROOM RESERVATIONS

The AOC will make room reservations at the Park Inn. Approved nights of stay are Tuesday, September 11 and Wednesday, September 12, 2012. Check-in is at 4:00 p.m. and check-out is 11:00 a.m. (all times are CST). All rooms are non-smoking. Pet-friendly rooms are available. Accommodations are available on a first-come, first-served basis. **Please return the attached registration form no later than Friday, August 3, 2012.**

PLEASE NOTE: All attendees are responsible for paying their incidental charges upon their departure. If you decide to cancel, you must notify Wendy Borthwick 72 hours in advance of your scheduled arrival date or you will be billed for one night's stay.

Currently, the Park Inn is charging an early departure fee to any guest who checks out of the hotel before their stated departure date. However, guests will have the opportunity to change their departure date at check-in without being assessed a fee. **Please carefully check your arrival and departure date on the confirmation memo.**

VILLA (CABIN) REQUESTS

Two villas are available this year. A villa has two bedrooms, two baths and a full kitchen with a dishwasher, microwave, full refrigerator, toaster and coffee maker. One bedroom has two queen beds and the master bedroom has a king size bed. The great room has a queen sofa sleeper. Both bedrooms and great room have a flat screen TV. Each villa has a large covered patio with an outdoor fireplace and gas grill. To request a villa there must be at least three occupants. Please make sure to check with everyone in your group to ensure that they are not planning on other accommodations. Indicate your room preference on your registration form in order to make the appropriate reservation. Please note: the villas are available on a first-come, first-served basis and must have at least three (3) occupants. You must know the names of the persons staying in your room at the time your registration is submitted.

SUITE REQUESTS

Three suites are available this year. A suite consists of one king bed, two queen beds and two bathrooms with a parlor room in-between. The suite must have at least three occupants. Please make sure you check with everyone in your group to ensure that they are not planning on other accommodations. Indicate your room preference on your registration form in order to make the appropriate reservation. Please note that the suites are available on a first-come, first-served basis and must have at least three (3) occupants staying in the suite. You must know the names of the persons staying in your room at the time your registration is submitted.

MEALS/PER DIEM

The restaurant at Montgomery Bell State Park is part of the Park Inn and Conference Center. The restaurant seats up to 190 people and has a picturesque view of Lake Acorn. The hours of operation are:

Breakfast: 7:00 a.m. – 10:00 a.m.
Lunch: 11:00 a.m. – 2:00 p.m.
Dinner: 5:00 p.m. – 8:00 p.m.

A meal sign-in sheet will be provided at the Park Inn Restaurant. If you do not eat at the Park Inn Restaurant, we will reimburse you for meals according to the Travel Policies and Guidelines for Clerks of Court. Per diem for Dickson County/Burns, TN is listed below:

Breakfast	Lunch	Dinner	Incidentals	Full Day	75% Rate
\$7.00	\$11.00	\$23.00	\$5.00	\$46.00	\$34.50

PLEASE NOTE: If you commute daily to the seminars, you are only eligible for reimbursement of mileage. Anyone living within 50 miles of the seminar location who wishes to stay overnight must be granted permission to do so or pay the sleeping room expense themselves.

CEU PROGRAM

This year's seminars will offer approximately 8.00 hours of re-certification CEU credit. Sessions and times are subject to change. An updated agenda will be sent to you closer to the conference date.

WHAT'S GOING ON

Golf/Tee Times at Montgomery Bell State Park

If you are interested in golf and spending time with your fellow clerks please contact Mike Forbess (Tipton Co. Circuit Court Clerk), about Tee Time at the Montgomery Bell State Park Golf Course. Please contact him at (901) 475-3310 or at mike.forbess@tncourts.gov.

Tee Time is scheduled for Tuesday, September 11th beginning at 1:00 p.m. All levels of skill are welcome!

The course was built in 1973 and then redesigned by designer Gary Roger Baird in 1988. Hole #2, a 446 yard long par 5 is the signature hole. This beautiful hole has fairways lined with hardwood trees and four bunkers protect the green. The entire course is heavily wooded and features an abundance of wildlife such as deer, geese and wild turkey. Each spring Montgomery Bell is host to The Dogwood Classic. <http://www.tngolftrail.net/traditionals/montgomerybell/>

Potluck Social – Tuesday, September 11th

A Potluck Social will be held on Tuesday, September 11, 2012. It will begin at 5:30 p.m. at the Swim Pavilion Area. **If you would like to participate, please bring your favorite “entrée” recipe, serving spoon and a copy of the recipe. Prizes will be given for the tastiest items, one prize per category (categories to be determined by the Hospitality Committee during potluck).** Parking is available near the Pavilion.

BBQ & Fish Dinner – Wednesday, September 12th

A BBQ & Fish dinner will be held on Wednesday, September 12, 2012. It will begin at 6:00 p.m. at the Swim Pavilion Area*. **If you would like to attend, please check the box on the registration form.** Parking is available near the Pavilion. ***In case of inclement weather, the dinner will move inside to the conference area.**

Want to bring a guest to the BBQ? The more the merrier! Guests are \$20.00 per person and can be paid by check or cash prior to the conference or you can pay at the registration desk. Please make checks payable to: Administrative Office of the Courts.

Evening Social – Wednesday, September 12th

Come dance the night away! D.J. Terry Hudson will be hosting an evening social sponsored by your Hospitality Committee. It will begin at 8:00 p.m. in the conference area. Music, prizes and laughter will be provided. Winner must be present at time of drawing.